

# Memorandum



**Date:** November 30, 2004  
**To:** Members, Board of County Commissioners  
**From:** Honorable Chairperson Barbara Carey-Shuler, Ed.D.  
**Subject:** Office of Intergovernmental Affairs

Substitute  
Agenda Item No. 5(B)(2)

This substitute differs from the original in that Attachment A is revised to include additional Intergovernmental Affairs budget information.

As part of the budget process, the Office of Intergovernmental Affairs ("Office") was transferred from reporting to the Mayor to being an independent office with the Mayor's Office and Board of County Commissioners having equal access. This memorandum identifies some of the issues related to this transfer.

This memorandum is a companion to several items on the November 30 agenda, including (i) an ordinance for first reading creating the Office of Intergovernmental Affairs; (ii) a resolution that expresses an intent to create the Office; (iii) the federal and state legislative packages for 2005; and (iv) requests to advertise for new lobbying consultants at the federal and state levels.

## **I. Staffing and budget**

There are currently seven positions in the Office. The current budget for the Office is set forth in Attachment A. Roman Gastesi is currently serving as Director. Mr. Gastesi would continue in the role of director until a new director is selected. A new director would be selected pursuant to the process included in the ordinance creating the Office. Further, all current staff should remain in place until at least such time as a new director is chosen, then the new director will staff the Office. The ordinance calls for the Board to have no less than three (3) applicants for the position of director by January 31, 2005.

## **II. Current contract lobbyists**

Attached is a list of all contract lobbyists, including both prime and subconsultants, with which the County currently has contracts at both the federal and state levels. See Attachment B. All of the federal and state lobbying contracts are set to expire on or about January 31, 2005. There is a two-year renewal option remaining on each contract that may be exercised in the County's sole discretion. The Board gave the County Manager the authority to exercise the renewal option when the contracts were approved in 2003. See R-63-03; R-65-03.

## **III. New RFQ process**

There is a request to advertise for new federal and state lobbying contracts on the November 30 Board agenda. The Board should consider having new federal and state lobbying contracts take effect October 1, 2005 to coincide with the County fiscal year. The RFQs would provide for one year contracts with three (3) one-year renewal options. A timeline for the RFQ process to ensure Board approval by October 1, 2005 will be provided to the Board under separate cover.

**IV. Extension of existing lobbying contracts**

In order to allow time for an RFQ process, we should consider giving each current contract lobbyist the opportunity to agree to extend his or her contract to September 30, 2005, rather than exercising the full two (2) year renewal option. The County Manager has the authority under the existing contracts and accompanying resolutions to make a written request of each contract lobbyist that he or she agree to extend the contract for eight (8) months rather than the full two (2) year renewal. Such an extension would be under the same terms and conditions as the existing contracts, payments to be on a pro-rata monthly basis. An eight (8) month extension would allow time for the RFQ process to be completed and synchronize the contracts with the County fiscal year. The contracts currently provide for a 30-day termination provision by the County with or without cause and this provision would be carried over to the 8-month extension.

**V. 2005 federal and state legislative packages**

Proposed federal and state legislative packages for 2005 will be on the agenda for the November 30 Board meeting. The 109<sup>th</sup> Congress is scheduled to begin on January 3, 2005, and the Florida Legislature has begun holding committee meetings leading up to its regular session that begins March 8, 2005.

**VI. Report on ways to improve the Office**

The Intergovernmental Affairs Director and a former member of the office, Lyn Harris, have agreed to prepare a report for the last Board meeting in January outlining ways in which the effectiveness of the Office can be improved.

cc: George M. Burgess, County Manager  
Robert A. Ginsburg, County Attorney  
Roman Gastesi, Director, Office of Intergovernmental Affairs  
Jess McCarty, Assistant County Attorney  
Lyn Harris, MDTA

**BOARD OF COUNTY COMMISSIONERS**  
 Intergovernmental Affairs (November 16, 2004 -September 30, 2005)  
 (Fund 100, Subfund 104, Project 10-4136)

**Revenues:****FY 2004-05**

Transfer from Countywide General Fund	\$80,000
Transfer from Unincorporated Municipal Service Area General Fund	38,000
Support from Aviation	55,000
Support from Building	28,000
Support from Building Code Compliance	32,000
Support from Environmental Resource Management	78,000
Support from Seaport	32,000
Support from Solid Waste	55,000
Support from Water and Sewer	<u>78,000</u>
Total	<u>\$476,000</u>

**Expenditures:**

Salaries	\$322,000
Fringes	72,000
Operating	<u>82,000</u>
Total	<u>\$476,000*</u>

Budget as adopted by the Board of County Commissioners on September 23, 2004  
 Ordinance No. 04-171

\* This total does not include travel and salaries for two professional staff members within the Office of Intergovernmental Affairs that are paid out of the budget of the Office of Strategic Business Management. The total from OSBM for FY 2003-04 was \$248,595.

## **ATTACHMENT B**

### **FEDERAL CONTRACTS\***

<b>Greenburg Traurig, P.A.</b>	Contract No. Q50A	\$200,000
<b>Barbour Griffith &amp; Rogers, Inc.</b> Barreto, Cunningham, May, Dudley & Maloy	Contract No. Q50B	\$200,000
<b>Alcalde &amp; Fay</b>	Contract No. Q50C	\$200,000
<b>Foley and Lardner</b>	Contract No. Q50D	\$200,000
<b>Sandler, Travis &amp; Rosenberg, P.A.</b> Shaw Pittman, L.L.P.	Contract No. Q50E	\$135,000
<b>Jefferson Government Relations, LLC</b> Genovese Joblove & Battista, P.A. Arthur R. Collins	Contract No. Q50F	\$115,000
<b>The MWW Group</b>	Contract No. Q50G	\$100,000
<b>Global USA, Inc.</b>	Contract No. Q50H	\$25,000

\* **Prime**, Subconsultant

### **STATE CONTRACTS\***

**Contract No. Q51A**    \$250,000

**Prime:**

**Ronald L. Book, P.A.** (Ronald L. Book, Katherine T. Johnson, Kelly C. Mallette)

**Subconsultants:**

**Becker & Poliakoff** (Yolanda Cash Jackson, Bernie J. Friedman, Michelle Lorenzo Palacio)

**Gomez Barker, P.A.** (Fausto B. Gomez, Manuel (Manny) Reyes)

**The Moya Group** (Christopher R. Moya)

**Pittman Law Group** (Sean A. Pittman)

**STATE CONTRACTS (cont'd)**

**Contract No. Q51B    \$120,000**

**Prime:**

**Rutledge, Ecenia, Purnell & Hoffman, P.A.** (Stephen A. Ecenia, Margaret A. Menduni, Gary R. Rutledge, M. Lane Stephens)

**Subconsultant:**

**Dutko Poole McKinley** (Georgia F. McKeown, William T. McKinley, Van B. Poole, W. James Wilson)

**Contract No. Q51C    \$150,000**

**Prime:**

**Pennington, Moore, Wilkinson, Bell & Dunbar, P.A.** (Douglas S. Bell, Samuel P. Bell, Mark K. Delegal, Marc W. Dunbar, Martha J. Edenfield)

**Subconsultants:**

**The Harrell Group** (Michael P. Harrell)

**Johnson & Associates** (Jon E. Johnson, Travis W. Blanton)

**Contract No. Q51D    \$205,000**

**Prime:**

**Steel Hector & Davis, LLP** (James B. Krog, Jorge L. Lopez, Sean C. Stafford, Jeffrey L. Whitson)

**Subconsultants:**

**Tew Cardenas L.L.P.** (Alberto R. Cardenas)

\* All individuals registered with the State of Florida as contract lobbyists for Miami-Dade County are listed in parenthesis.